

Town of Barrington, New Hampshire

Request for Qualifications

For

Professional Engineering Services



Due: Monday, February 1, 2021

No later than 12:00pm

**Deliver by USPS to:
Town of Barrington
Qualifications for Barrington
Professional Engineering Services
PO Box 660
Barrington, NH 03825**

**Deliver in person or by UPS/FedEx to:
Town of Barrington
Qualifications for Barrington
Professional Engineering Services
333 Calef Highway
Barrington, NH 03825**

Questions to Conner MacIver, Town Administrator
(603) 664-7395

cmaciver@barrington.nh.gov
www.barrington.nh.gov



TOWN OF BARRINGTON

NEW HAMPSHIRE

Office of the Select Board
Request for Qualifications – Professional Engineering Services

Introduction

The Town of Barrington (the Town) is requesting Qualification Statements to support the selection of an engineering firm (the Consultant) to provide general engineering services to the Town. Services will vary as needs arise and will include serving as Engineer of Record (EOR) on various Town projects; assisting the Planning Board in review of site and subdivision plans; and performing general civil engineering for Town operations.

Qualifications Statements shall be submitted by qualified firms that have a capable and demonstrable background in the aspects of work described in the Scope of Services of this RFQ. Firms submitting Qualifications Statements must be licensed to practice engineering in the State of New Hampshire ~~and~~, listed on the State of New Hampshire Department of Environmental Services' Roster of Prequalified Consulting Engineers, ~~and listed on the State of New Hampshire Department of Transportations' Eligible Consultant List.~~

It is the intent of this RFQ to select one qualified firm with expertise in the engineering disciplines listed in the Scope of Services. This Consultant selection shall be valid for up to three (3) years from the date of which independent contracts can be negotiated and executed. This Consultant selection shall be subject to an annual performance review at which point the Town may, at its sole option and discretion, elect to terminate the Consultant selection, or extend the contract for an additional year.

Any questions regarding this RFQ may be addressed to Conner MacIver, Town Administrator at cmaciver@barrington.nh.gov. The deadline for questions shall be January 14, 2021. All questions received and their corresponding responses will be issued as an addendum to this RFQ on the Town's website on or before January 16, 2021. Prospective consultants shall be solely responsible for obtaining all questions and answers related to this RFQ.

All statements must be received by, 12:00 PM, prevailing time, on Monday, February 1, 2021. Interested parties must submit seven (7) copies of their statements, one (1) electronic version in PDF format on a portable memory device (~~exclude Billing Rate Structure information from electronic version~~), ~~and one (1) Billing Rate Structure (see qualification #7) in a separate, sealed, envelope~~, each marked with the company name, address, and "Qualifications for Barrington Engineering Services". The responses shall contain the information required. Statements should be addressed to the Town of Barrington, "Qualifications for Barrington Engineering Services", 333 Calef Highway, PO Box 660, Barrington, NH 03825. The Town of Barrington reserves the right to reject any and all statements and/or to limit the project to a portion, based on the availability of funds and/or as deemed in the best interest of the Town.

Copies of the request for qualifications may be obtained, without charge, from the Barrington Town Offices at 333 Calef Highway, Barrington, NH 03825, telephone number (603)-664-9007, or on the Town's website using the following link: <https://www.barrington.nh.gov/home/bids/engineering-services-rfq>. If you wish to receive



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automatic notification regarding additional information or amendments to this RFQ, please submit your contact information at that web address.

Background

The Town of Barrington is 48.5 square miles and has a population of over 9,000 residents. The Town is managed by a Town Administrator and Select Board and the Highway Department is managed by an appointed Road Agent. The Planning Board is supported by a two-person Land Use Department, including a Town Planner and an Administrative Assistant. In order to maintain the quality of life enjoyed by the residents of Barrington and keep essential services functioning, the Town requires occasional assistance from a qualified professional engineering firm to provide on-call engineering services on an as-needed basis. These services range across a multitude of disciplines to support and maintain the Town's infrastructure and facilities, and may be needed to address unforeseen conditions where immediate attention is required and when there is not sufficient time to engage a consultant through the Town's normal procurement procedures. Additionally, the Planning Board frequently requires engineering reviews of proposed subdivision and site plan projects.

The Town is responsible for maintaining and/or oversight of the following assets (quantities are approximate):

- 81 miles of municipally maintained roads
 - 69 miles paved
 - 12 miles gravel
- 2 municipal bridges
- 18 large culverts
 - Considered critical transportation infrastructure (dead-end or high-traffic roads)
- 75+ culverts of secondary priority
- 50-80 catch basins
 - Many of primitive design and varying degrees of deterioration
- 3 dams
 - 1 high-hazard (Swains Lake Dam)
 - 2 low-hazard (Richardson Pond Dam and Scruton Pond Dam)
- 48.5 square miles of land area
- 8 primary municipal buildings at 4 separate locations
- 1 locally operated transfer station with capped landfill

With this RFQ, the Town seeks to select a qualified firm with expertise in the engineering disciplines listed in the Scope of Services found below. The Town does not require prospective firms to perform all aspects of those potential services themselves, but does require the selected consultant to have the ability to secure assistance from qualified subconsultants with the specialized skills for those tasks the prime consultant cannot perform. Prospective firms should be



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clear in their proposal those tasks which will be performed by a subconsultant and provide qualifications information for those firms.

Scope of Services

The scope of services associated with this RFQ includes all aspects of project development for the upgrade, maintenance, and/or replacement of Town-owned infrastructure and the review and inspection of private development projects. This work includes, but is not limited to; design services, permitting assistance, bid document preparation, construction oversight/administration, proposal development, engineering study/review and analysis, peer plan review and construction oversight of private site development and public infrastructure projects, grant/loan funding application, project coordination and administration assistance, and other general engineering tasks as they arise.

Project tasks proposed as a part of the scope for these services may vary greatly depending on available funding, the urgency of the requested service, and the nature of the proposed work. Consultant selection does not guarantee the award of any particular scope of work. In addition to having sufficient resources to complete requested tasks, the selected Consultant must have the ability to complete those tasks within the time frames established by the Town. These time frames may be of a short duration or for emergency situations.

The general description of services to be provided by the Consultant follows. This list is not all-encompassing but does include base services that can be expected to be provided during the course of the subject contract for Professional Engineering Services.

1. Civil Engineering Services/Engineer of Record (EOR)
 - a. The Town will generally describe a task or need to the EOR for a specific project.
 - b. The EOR will prepare a scope of services describing the work and the EOR will provide a proposed fee and an estimated project timeline.
 - c. The Town will review the scope and fee and once agreed upon the proposal will be presented for authorization as appropriate.
 - d. The Town may choose to accept the proposal as is, reject the proposal, or negotiate a change of scope or fee with the EOR.
 - e. Once the proposal is accepted, the Town and EOR will authorize the work order in writing.
 - f. The EOR will track the task order as an independent project (i.e., separate project numbers and invoices).
 - g. This is not an exclusive contract; the Town reserves the right to issue a general RFQ for specific projects if they desire to have expanded competition, specialized expertise, if the EOR elects to not accept a request for a specific work order, or if state or federal regulations require (i.e., due to funding).



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- h. The award of a contract to an EOR does not guarantee that the selected firm will be assigned any or all Town projects.
2. Planning Board Peer Review of Site Development and/or Subdivision Projects
 - a. Review site plans and subdivisions (submissions).
 - b. Review of drainage analysis and design.
 - c. Review of traffic reports.
 - d. Provide the Planning Board with a report(s) on the submissions.
 - e. Meet with Planning Board to discuss submissions.
 - f. Inspect Planning Board approved projects, which have roads, drainage issues, and/or water issues.
 - g. Provide the Planning Board and Select Board with inspection reports.
 - h. Meet with Planning Board on an "on-call" basis to discuss projects being inspected.
 - i. Attend pre-construction meetings and final inspections.
 - j. Advise Planning Board on estimate for performance guarantee.
 - k. Advise Planning Board for bond releases.
 - l. Review as-built plans.
 - m. Make other recommendations as deemed appropriate.
 - n. Provide general assistance as requested.
3. Permitting Assistance
4. Grant/Loan Application and Administration Assistance
5. Survey/Right-of-Way/Mapping Assistance
6. Ten year road improvement plan that incorporates consideration of current and anticipated budget constraints.
7. May Include:
 - a. Construction Inspection/Administration
 - b. Town Facilities/Buildings – Condition Assessment, Engineering, Bidding

Ongoing and Upcoming Projects

There are many ongoing and upcoming projects which we anticipate the selected engineer to be involved with.

The Town would like the selected engineer to coordinate the development of a road study/road improvement plan. This plan will be developed using a variety of objective and subjective data collection methods. The recommendations for paving, maintenance, construction and improvements should be structured in line with the available budgets. The plan should present



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modular-style options so Town decision-makers can review and decide which approach is in the Town's best interest. Annual updates to the road plan should add new data points, realign the plan with changing conditions and realign with any budget adjustments. This will be a priority project starting in 2021.

The Highway Department expects to engage the services of the selected engineer on the following projects:

- Orchard Hill Road reconstruction plan and design, including drainage and wetland permits
- Deer Ridge Road core sampling and analysis to determine root cause of repeated failure
- Young Road causeways (first and third); engineering and wetlands permitting
- Pond Hill Road/Daniel Cater Road culverts engineering and wetland permitting
- Beauty Hill Road reconstruction and intersection realignment
- NH DOT State Aid Bridge Project #26722 – Construction Engineering Services
- NH DOT State Aid Bridge Project #41410 – Construction Engineering Services

In addition to an interest in updating their regulations, the following projects are at various stages of review and approval by the Planning Board:

- 212-acre 61-lot commercial/residential subdivision
- 80-unit multifamily townhouse/condominium site review
- 40-unit multifamily townhouse/condominium site review
- 43 commercial storage-office units site review
- 80-acre wildlife educational property site review
- Gravel pit expansion site review
- Campground 25-site expansion site review
- Public/private development agreement involving the excavation and commercial development of municipally owned property

Qualifications Statements

Prospective consultants shall submit a Qualifications Statement in response to this RFQ. The Qualifications Statement shall be limited to 50 single-sided or 25 double-sided pages and shall include the following (page covers and tabs/dividers are not included within the page count):

1. **Cover Letter:** Letter signed by a representative of the consultant firm authorized to enter into contracts and commit the staff and corporate resources to complete the scope of work as expeditiously as possible.
2. **Firm Profile:** Provide a general outline of the firm, including brief history, areas of practice/service, place(s) of business of the firm, and the office from which the services of this RFQ will be provided. If the firm is proposing the use of subconsultants to perform any aspects of the defined base services, similar information on each additional firm shall be included.



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3. **Project Team:** Provide a description of the project team proposed to provide the services identified in this RFQ. Identify the Project Team Manager/Main Client Contact and other key personnel who would be charged with providing services to the Town. The Project Team Manager shall be a registered professional engineer in the State of New Hampshire. Provide individual resumes of no more than two pages each describing the background and experience of each key employee. If the firm is proposing the use of subconsultants to perform any aspects of the defined services, resumes for subconsultant personnel shall be included as well.
4. **Firm's Related Experience:** Provide a description of the experience of the firm and project team, including specific examples of similar work and their relationship to the services included in this RFQ. Provide other pertinent information that may clearly and effectively identify the prospective consultant as a qualified firm. General promotional materials are not needed or wanted.
5. **References:** Up to three (3) references shall be provided for relevant projects completed over the past five (5) years. Include names of contact persons with email addresses and telephone numbers to facilitate contacting them.
6. **Firm Performance:** Provide a statement describing what procedures your firm proposes to implement and follow to ensure quality end products and successful project outcomes for the proposed General Engineering Services. Firms should indicate if they have had any claims and/or lawsuits filed against their professional liability insurance within the past five years. A brief description shall be included for each occurrence.
7. **Billing Rate Structure:** In a separate, sealed, envelope, Firms shall submit an hourly rate schedule for the project team and shall identify specific mark-ups for subconsultant billings if utilized. Because these Professional Engineering Services are intended to be implemented for up to a three-year duration, the firm shall also identify any anticipated rate increases for this three-year duration. The rate structure will be reviewed consistent with the NH Department of Transportation Qualifications Based Selection process criteria. Please exclude this information from the electronic submission.
8. **Conflicts of Interest:** The Consultant shall include a Conflict of Interest statement which describes any and all current or potential conflicts of interest related to the performance of work for the Town of Barrington under this solicitation, and how such conflicts will be avoided and/or mitigated.

Review of Qualifications Statements

It is anticipated that after review and evaluation of the Qualifications Statement submittals received in response to this RFQ, the Town of Barrington's Selection Committee will establish a short-list



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of up to five (5) firms. These firms will be invited to participate in an interview with the Selection Committee for these general engineering services. Additional information may be requested by the Town from those firms that are short-listed.

The short-listed firms will be selected based on the firms' Qualifications Statement in regards to experience in the performance of similar work, proposed project team manager and key personnel, firm references, and other related factors. The Town of Barrington reserves the right to short-list those firms that, in the Town's judgement, may potentially best serve the interests of the Town.

Generally, each Qualification Statement will be ranked according to the following criteria:

1. Firm's experience in the completion of projects and providing of services of a similar nature as described in the Scope of Services.
2. Understanding of the Town's need for an EOR and the role an EOR should play in a community of Barrington's size.
3. Project team member depth and experience on projects of a similar nature as described in the Scope of Services.
4. Consideration will be given to both the firms and team members' references and reputations.
5. Familiarity with the Town of Barrington.
6. Firm's office location and ability to promptly respond to the Town's needs, including possible emergency situations, without delay.
7. Quality of references' responses from clients contacted by the Town.
8. Degree of compliance and responsiveness of Qualification Statement to the needs outlined in the RFQ.

Consultant Selection

The selection process will be a Qualifications Based Selection (QBS). It is the Town's intent to select a consultant based on the merits of the firm's Qualification Statement and interview. Qualifications packages and firm interviews will be scored and ranked. The Selection Committee shall recommend the top three firms to the Select Board, which will make the final selection. The firm selected will be notified of their selection and the Town will meet with the selected firm to negotiate a scope and fee for the work. Should the Town be unable to reach an agreement with the selected firm, they shall commence negotiations with the next ranked firm, so forth and so on until the Town' successfully negotiates a scope and fee for the work and can finalize the contract.

Anticipated Schedule

The following schedule is planned for retaining engineering services for implementation of the General Engineering Services contract:

- Issue RFQ – December 3, 2020
- Question Deadline – January 14, 2021
- Response to Questions, Addendum Issued – January 19, 2021
- Receive Qualification Statements – February 1, 2021
- Short-list firms; issue Request for Interviews – February 18, 2021



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- Interviews – February 24, 2021
- Select Firm/Commence Negotiations – March 8, 2021

Other

This RFQ does not commit the Town of Barrington to pay any costs incurred by engineering firms in the preparation, submission, or presentation of a qualifications package. By submitting to this RFQ, the firm is authorizing the Town to request any relevant information or ask any questions in order to make an informed decision. The firm further agrees to release the Town from any liability in the review of the firm's Qualifications Statement and references.

If the Selection Committee feels, at any time, that a firm's Qualification Statement contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status of the phase of the selection process.

Reservation of Rights

The Town of Barrington reserves the right to undertake such investigations as it deems necessary to evaluate the qualifications of the firm and the individual team members. Firms may be requested to execute releases of information. Failure to provide a release upon request will result in disqualification.

The Town of Barrington reserves the right to negotiate additional work not specifically detailed in this RFQ with the selected firm.

The Town of Barrington reserves the right to reject any or all Qualifications Statements, to waive technical or legal deficiencies, to accept any proposal that it may deem to be in the best interest of the Town, and to negotiate the terms and conditions of any proposal leading to execution of a contract.